

ATTACHMENT JL-4 SUBCONTRACTING PLAN

SUBCONTRACTING PLAN

(Contractor's Name)
(Address)

Solicitation or Contract Number

(Location)

(Date Prepared)

APPROVED:

Procuring Contracting Officer

Date: _____

Total Dollar Value of the Contract:

The following, together with any Attachments, is submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507 as implemented by OFPP Policy Letter 80-2 and Supplement No. 2 to 80-2 and Public Law 100-80. **In the case of indefinite delivery, indefinite quantity contracts, this plan covers the total cost of the contract, including all options. The following goals are established for the base period only; goals for option period(s), if any, are reported in Attachment One to this Plan.**

1. The total dollar value of the contract for the base period. \$ _____
2. The total estimated dollar value of all planned subcontracting to all businesses, regardless of size for the base period . \$ _____
3. Estimated dollar value of subcontracting by size of business.
 - a. Large Business \$ _____
 - b. Small Business \$ _____

(NOTE: The sum of 3a and 3b must equal line 2)

- (1) Small Businesses (SB) \$ _____
- (2) Small Disadvantaged Businesses (SDB) \$ _____
- (3) Woman Owned Small Businesses (WOSB) \$ _____
- (4) HUBZone Businesses (HUBZone) \$ _____
- (5) Javits-Wagner-O'Day (JAWOD) (NISH) \$ _____
- (6) Historically Black Colleges and Universities/Minority Institutions (HBCU/MI) \$ _____

**NOTE: (a) The sum of (1) through (6) must equal Line 3b.
(b) If any item between (1) and (6) is left blank, please explain in Attachment 2.**

4. Percentage goals assigned.
 - a. Large Business (Line 3a divided by Line 2) _____%
 - b. Small Business (Line 3b divided by Line 2) _____%**(NOTE: The sum of 4a and 4b must equal 100%)**

- (1) SB (Line 3b(1) divided by Line 2) _____%
- (2) SDB (Line 3b(2) divided by Line 2) _____%
- (3) WOSB (Line 3b(3) divided by Line 2) _____%
- (4) HUBZone (Line 3b(4) divided by Line 2) _____%
- (5) NISH (Line 3b(5) divided by Line 2) _____%
- (6) HBCU/MI (Line 3b(6) divided by Line 2) _____%

5. The following products and/or services will be subcontracted under this contract.

a. Large Businesses

| <u>Name of Firm</u> | <u>Products or Services</u> | <u>Dollar Value</u> |
|---------------------|-----------------------------|---------------------|
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |

b. Small Businesses

| <u>Name of Firm</u> | <u>Type</u> | <u>Products or Services</u> | <u>Dollar Value</u> |
|---------------------|-------------|-----------------------------|---------------------|
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |

(Use additional sheets, if necessary. Type = SB, SDB, WOSB, HUBZone, etc)

6. The following method was used to develop above subcontracting goals. Include a statement explaining how the products and services to be subcontracted were determined; how much subcontracting to the various types of businesses were determined and how their capabilities were determined. (Use Attachment 2 if additional space is required.

7. What source lists was utilized in making the determinations in 5 above.

8. Indirect and overhead costs _____ have _____ have not been included in the goals specified in 2 and 3 above. If it is included, please explain the methodology used and the amount of the indirect and overhead costs.

9. The following named employee will administer the Subcontracting Plan.

| | |
|---------------|---------|
| Name: | Title |
| Address: | |
| Telephone Nr. | Fax Nr. |

This individual's specific duties, as they relate to the firm's Subcontracting Plan, are as follows:

- ◆ General overall responsibility for this company's Small Business Program, the development, preparation, and execution of this Subcontracting Plan and for monitoring performance relative to contractual subcontracting requirements contained in the Plan, including, but not limited to:
- ◆ Developing and maintaining bidder lists of SB, SDB, WOSB, HUBZone, JAWOD, and HBCU/MI concerns (**small business community**) from all possible sources.
- ◆ Ensuring that procurement packages are structured to the small business community to participated to the maximum extent possible.
- ◆ Assuring inclusion of the small business community in all solicitations for products and services that they are capable of providing.
- ◆ Reviewing solicitations to remove statements, clauses, etc, which may tend to restrict or prohibit small business community participation.
- ◆ Ensuring periodic rotation of potential subcontractors on bidder lists.
- ◆ Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by the small business community.
- ◆ Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- ◆ Attending, or arranging for attendance of company counselors, at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- ◆ Conducting, or arranging for the conduct of, motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- ◆ Monitoring attainment of proposed goals.
- ◆ Preparing and submitting required periodic subcontracting reports.
- ◆ Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
- ◆ Coordinating the conduct of contractor's activities involving its small business subcontracting program.
- ◆ Additions to the duties specified above are as follows:

10. The following efforts will be taken to assure that the small business community will have an equitable opportunity to compete for subcontracts.

- a. Outreach efforts will be made as follows:
- b. Automated data base sources to be used, other than Pro-Net, will be as follows:
- c. The following internal efforts will be made to guide and encourage buyers.
 - (1) Workshops, seminars, and training programs will be conducted.
 - (2) Activities will be monitored to evaluate compliance with this Subcontracting Plan.
 - (3) Arrange interviews with the small business community.
- d. Describe how your small business community data base, source lists, guides, and other data will be maintained and utilized by buyers in soliciting subcontracts; e.g., rotation of firms in the data base, keeping data base current and useful, etc.

11. The contractor agrees that the clause 52.219-8, Utilization of Small Businesses, be included in all subcontracts which offer further subcontracting opportunities. All subcontractors, except small business concerns, who receive subcontracts in excess of \$500,000 (\$1M for construction) will be required to adopt and comply with a Subcontracting Plan similar to this one. Such plans will be reviewed by comparing them with the provisions of P.L. 95-507 and assuring that all minimum requirements of an acceptable Subcontracting Plan have been satisfied. The acceptability of percentage goals shall be determined by a case-by-case basis depending on the supplies/services involved, the availability of potential firms in the small business community, and prior experience. Once approved and implemented, Plans will be monitored through the submission of periodic reports and/or as time and availability of funds permit, periodic visits for on-site reviews of the progress of the subcontracting program.

12. The contractor agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the Contracting Agency or the Small Business Administration in order to determine the extent of compliance by the contractor with the Subcontracting Plan and with clause 52.219-8.

13. Periodic reports required by P.L. 95-507 are **SF 294, Subcontracting Report for Individual Contract** and **SF 295, Summary Report**. Reports will be prepared in accordance with the instructions contained on the reverse side of each form. Regardless of the effective date of this contract, reports shall be submitted for the entire life of the contract on the following dates.

Period ending 31 March Report submitted to arrive not later than 1 May.

Period ending 30 September Report submitted to arrive not later than 1 October.

The report shall be sent to the following address:

Commanding Officer
Engineering Field Activity, West
Naval Facilities Engineering Command
900 Commodore Drive
San Bruno, CA 94066
ATTN: Code 751

Additionally, a copy of the SF 295, Summary Report will be sent to:

Commander
Naval Facilities Engineering Command
Washington Navy Yard
1322 Patterson Avenue SE, Suite 1000
Washington D.C. 20374-5065
ATTN: Code 00J

(NOTE: Large business concerns that have subcontracts from the prime contractor in excess of \$500,000 (\$1M for construction) and are required to have Subcontracting Plans are also required to prepare and submit the SF 294 report. In addition to the SF 294 report sent to the prime contractor, a copy of the report will be provided to the Contracting agency.)

14. The contractor agrees that they will maintain at the following types of records to document compliance with this Subcontracting Plan

- ◆ Source lists, guides, and other data identifying firms in the small business community.
 - ◆ Organizations contacted to locate firms in the small business community.
 - ◆ On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 indicating for each solicitation:
 - ◆ (1) whether concerns in the small business community were solicited and if not, why not; and
 - ◆ (2) reasons for the failure of the solicited concerns in the small business community to receive the subcontract award.
 - ◆ Records to support outreach efforts; e.g., contacts with small business trade associations, business development enterprises, attendance at small business procurement conferences and trade fairs; frequency of accessing SBA's Pro-Net data base.
-

SIGNED:
TYPED NAME:
TITLE:

DATE:

PLAN REVIEWED BY:
DATE:

,Deputy for Small Business

PLAN REVIEWED BY:
DATE:

, SBA PCR

Copy to:
Contract File, Administrative Contracting Officer
Deputy for Small Business, EFA, West
COMNAVFACENGCOM, Code 00J
SBA PCR

ATTACHMENT ONE

SUBCONTRACTING PLAN

Option Periods

| <u>Line Item</u> | <u>Base</u> | <u>Option 1</u> | <u>Option 2</u> | <u>Option 3</u> | <u>Option 4</u> | <u>Total</u> |
|---------------------------|-------------|-----------------|-----------------|-----------------|-----------------|--------------|
| <u>DOLLARS</u> | | | | | | |
| Total dollar value . | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Total Subcontracted | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Large Business | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Small Business | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| SB | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| SDB | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| WOSB | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| HUBZone | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| NISH | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| HBCU/MI | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| <u>PERCENTAGES</u> | | | | | | |
| Total percentage | ____% | ____% | ____% | ____% | ____% | ____% |
| Total Subcontracted | ____% | ____% | ____% | ____% | ____% | ____% |
| Large Business | ____% | ____% | ____% | ____% | ____% | ____% |
| Small Business | ____% | ____% | ____% | ____% | ____% | ____% |
| SB | ____% | ____% | ____% | ____% | ____% | ____% |
| SDB | ____% | ____% | ____% | ____% | ____% | ____% |
| WOSB | ____% | ____% | ____% | ____% | ____% | ____% |
| HUBZone | ____% | ____% | ____% | ____% | ____% | ____% |
| NISH | ____% | ____% | ____% | ____% | ____% | ____% |
| HBCU/MI | ____% | ____% | ____% | ____% | ____% | ____% |

ATTACHMENT TWO

SUBCONTRACTING PLAN

Additional Information and/or Remarks
